

**Carson City  
Agenda Report**

**Date Submitted:** July 24, 2015

**Agenda Date Requested:** August 6, 2015

**Time Requested:** 45mins

**To:** Mayor and Supervisors

**From:** Nick Marano, City Manager

**Subject Title:** For Possible Action: To appoint two members to the Carson City Planning Commission, each for a term that expires June 2019. *(Nick Marano – [nmarano@carson.org](mailto:nmarano@carson.org))*

**Staff Summary:** CCMC Chapter 18.02.010 and N.R.S. 278.030 provide for a Planning Commission to be composed of not more than seven members who shall be appointed by the Board of Supervisors. There are two vacancies due to expiration of terms. New applications were received from Elyse Monroy and Jerry Cinani. A reappointment request was received from Paul Esswein.

**Type of Action Requested:** (check one)  
 Resolution  Ordinance  
 Formal Action/Motion  Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to appoint \_\_\_\_\_ and \_\_\_\_\_ to the Carson City Planning Commission, for a term that expires in June 2019.

**Explanation for Recommended Board Action:** See staff summary

**Applicable Statute, Code, Policy, Rule or Regulation:** CCMC 18.02.010 and NRS 278.030

**Fiscal Impact:** None

**Explanation of Impact:** n/a

**Funding Source:** n/a

**Alternatives:** Open the position announcement for additional applicants

**Supporting Material:** Announcement, Current Roster, Applications, CCMC Chapter 18.02.010, NRS 278.030

**Prepared By:** Rachael Porcari, Executive Offices

Reviewed By:

[Signature]  
(City Manager)

Date: 7/28/15

[Signature]  
(District Attorney)

Date: 7/28/15

[Signature]  
(Finance Director)

Date: 7/28/15

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)



## CARSON CITY PLANNING COMMISSION

The Carson City Board of Supervisors is seeking applications from persons interested in serving on the Carson City Planning Commission. This Commission oversees all matters pertaining to Carson City's planning and zoning, land use and growth management. Meetings are the last Wednesday of every month at 5:00 p.m. at the Community Center, Sierra Room. Applicants must be willing to serve approximately 12 to 16 hours a month.

**There are two (2) open positions, each for a term that will expire June 2019**

The Board of Supervisors will interview and appoint the qualified person to the Commission. Applicants must be a Carson City registered voter to qualify. All members will serve without compensation. The City's Boards, Committees, and Commissions Policy and Procedures can be viewed online at [www.carson.org/volunteer](http://www.carson.org/volunteer).

Volunteer applications may be obtained from and returned to the Carson City Executive Offices. *Let it be known that all applications submitted to this office will be considered public information.*

**Applications will be accepted until July 24, 2015.** Interviews for both volunteer positions are tentatively planned to be held at the regularly scheduled Board of Supervisors meeting on Thursday, **August 6, 2015.**

Thank you for your interest in assisting Carson City.

**CARSON CITY EXECUTIVE OFFICES**  
201 N. Carson Street #2  
Carson City, Nevada 89701  
(775) 887-2100 FAX 887-2286  
E-Mail: [rporcari@carson.org](mailto:rporcari@carson.org)  
Web Page: <http://www.carson.org/volunteer>

**AN EQUAL OPPORTUNITY EMPLOYER**

PLANNING COMMISSION

<u>MEMBER</u>	<u>APPOINTMENT</u>	<u>TERM EXPIRES</u>
John "Walt" Owens 1049 Ruby Ln. Carson City, NV 89706 882-8714 (h) 720-1001 (c) <a href="mailto:walt@owensnv.com">walt@owensnv.com</a>	Initial Appt. 06/13	06/2017
Paul Esswein (Vice Chair, Elected 7/13) 1148 W. Fifth St. Carson City, NV 89703 246-6220 (w) 882-4754 (h) 443-7338 (c) <a href="mailto:pge2@sbcglobal.net">pge2@sbcglobal.net</a>	Initial Appt. 10/11	06/2015
Victor Castro 2189 Southridge Ct Carson City, NV 89706 818-824-2999 (c) <a href="mailto:vmciv@comf5.com">vmciv@comf5.com</a>	Initial Appt. 06/14	06/2018
George Wendell (Chair, elected 7/13) PO Box 4447 Carson City, NV 89702 885-7722 (w) 882-1800 (h) 412-2262 (c) <a href="mailto:vccwendells@sbcglobal.net">vccwendells@sbcglobal.net</a>	Initial Appt. 06/07 Reappt. 10/11	06/2015
Monica Green 909 N. Richmond Ave Carson City, NV 89703 297-3346 (h) <a href="mailto:Mgreenrn2@gmail.com">Mgreenrn2@gmail.com</a>	Initial Appt. 05/15	06/2017
Mark Sattler 1408 Fremont St. Carson City, NV 89701 853-4663 (w) 882-2895 (h) 530-8990 (c) <a href="mailto:mnmcc@sbcglobal.net">mnmcc@sbcglobal.net</a>	Initial Appt. 01/11 Reappt. 07/12	06/2016
Daniel Salerno 140 Cogorno Way Carson City, NV 89703 830-8064 (c) <a href="mailto:dansalern@aol.com">dansalern@aol.com</a>	Initial Appt. 05/15	06/2018

Continued next page ...

**AUTHORITY:** NRS 278.030 states that “the governing body of each city whose population is 25,000 or more and of each county whose population is 40,000 or more shall create by ordinance a planning commission to consist of seven members.” CCMC 18.02.010 established such an ordinance and provides details of the Planning Commission. The terms of the members are 4-years (reappointment OK).

**MEETINGS:** Last Wednesday of each month starting at 5:00 pm. Meetings are held in the Sierra Room.

**PURPOSE:** CCMC 18.02.010, Paragraph 2 “The commission shall perform all duties and functions delegated to a County Planning Commission by the terms of NRS 278.010 to 278.630, inclusive, and CCMC Title 2 (Planning Commission).” Typical duties include approving special use permits, variances, subdivisions, changes of land use, master plan amendments, street abandonments, etc.

**Liaison:** Lee Plemel, Planning Director 283-7075 [lplemel@carson.org](mailto:lplemel@carson.org)

**Attorney Assignment:** Joe Ward 283-7509 [jward@carson.org](mailto:jward@carson.org)

- END DATA -

Please print legibly or go online to [www.carson.org/volunteer](http://www.carson.org/volunteer) to submit a writable document

Title of Board, Committee or Commission: Planning

Name: Esswein Paul G.  
Last First Middle Initial

Home Address: 1148 W. Fifth St. Carson City, NV 89703  
Street City State Zip

Mailing Address (if different):

PO Box/Street City State Zip

Occupation/Business: Land Use Planning

Contact: Work \_\_\_\_\_ Home 775-882-4754  
Cell 775-443-7338 E-mail pge2@sbcglobal.net  
Preferred method of contact: cell phone

Are you currently an active registered voter in Carson City\*?  Yes  No  
(\*Not required for the Convention & Visitors Bureau)

**Conflict of Interest:**


- a. Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?  Yes  No
- b. Do you currently have a contract with Carson City for services and/or goods?  Yes  No
- c. Are you currently on any other Boards, Committees or Commissions?  
 Yes  No TRPA Advisory Planning Commission

**Criminal Record:** Have you been convicted of a felony, domestic violence or a gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?  Yes  No

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I have read and understand the Carson City's Boards, Committees, and Commissions Policies and Procedures (online at [www.carson.org/volunteer](http://www.carson.org/volunteer)).

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.



Signature of Applicant

6/21/2015  
Date

\*You may attach more information.

**Deliver, mail, fax or email signed and completed form to:**

Carson City Executive Offices  
201 N. Carson Street Suite 2  
Carson City, NV 89701  
(775) 887-2100 or 283-7125  
FAX (775) 887-2286  
[cceo@carson.org](mailto:cceo@carson.org)

Carson City Reappointment Application  
for Appointive/Volunteer Position  
Page 2 of 2 Revised 03/2014



# Carson City Application for Appointive/Volunteer Position

Title of Board, Committee or Commission and position applying for:

Carson City Planning Commission

## CONTACT INFORMATION

FIRST NAME

Elyse

LAST NAME

Monroy

STREET ADDRESS

702 N. Minnesota

STREET ADDRESS LINE 2

Apartment A

CITY

Carson City

STATE

NV

ZIP CODE

89703

PREFERRED CONTACT PHONE NUMBER

775-432-5533

EMAIL ADDRESS

elysemonroy@gmail.com

OCCUPATION/BUSINESS

Policy Analyst, Office of the Governor

PREFERRED METHOD OF CONTACT

EMAIL

Are you currently a registered voter in Carson City?  Yes  No

\*Not required if applying for Convention & Visitors Bureau

Are you currently a member on any Carson City Board, Committee or Commission?  Yes  No

If yes, please list:

Term expiration:

## Conflict of Interest:

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?  Yes  No

Do you currently have a contract with Carson City for services/goods?  Yes  No

\*Please refer to the BCC Policies & Procedures page 5 item C for more information

If yes, please provide contract details: i.e. Name of contract, services provided.

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JUL 23 2015

CARSON CITY EXECUTIVE OFFICES

**Criminal Record:**

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

- Yes
- No

\*Please refer to the BCC Policies & Procedures page 5 item B for more information

**Education** (note: only complete below if a degree is required for this position)

College, Professional,  
Vocational or Other Schools  
attended

Major Subject

Degree Conferred

University of Nevada, Reno

Communications

Bachelors Degree, 2013

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

My professional background has consists of experince working with federal, state, and local governments. From 2012 and 2014 I worked for the Nevada Association of Counties, so I am familiar with how local government functions.

List the community organizations in which you have participated and describe participation:

I have recently moved to Carson City. Many of my offical affiliation are still in Reno. I am still very active on the Board of Directors of the Community Food Pantry, located in Sparks. I have found a very great community at a local gym in town. I am very excited in laying down roots in Carson City and becoming an active and invested member of this community. I have attended a a few public meetings regarding the new downtown project- and its thrilling! There are good things happening in the Region and in the City. I would be honored to be able to participate in the implimentation.

List your affiliation with professional or technical societies, IF required for position:

[Empty box for listing professional or technical societies]



**Personal/Professional References - Please list three (3)**

Name	Address	Telephone Number
1. Kimberly Adams (personal)	1. 2302 Pinebrook, Carson City, Nevada	1. 887-9728
2. Stephanie Walker (professional)	2. Washington DC	2. 775-684-9821
3. Jill Larson (personal)	3. 403 Hotsprings Road, Carson	3. 503-721-0925

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I have read and understand the Carson City's Board, Committees and Commissions Policies and Procedures (online at [www.carson.org/volunteer](http://www.carson.org/volunteer))

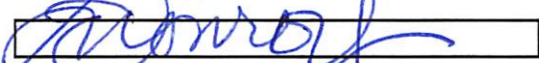
I agree

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

Signature of Applicant

Printed Name

Date



Elyse Monroy

07/23/2015

You may attach more information.

Deliver, mail, fax or email signed and completed application to:  
Carson City Executive Offices  
201 N. Carson St Suite 2  
Carson City, NV 89701  
Office: (775) 887-2100 Fax: (775) 887-2286  
cceo@carson.org

# Carson City Application for Appointive/Volunteer Position

Please type or print legibly

Title of Board, Committee or Commission: PLANNING COMMISSION

Position Applying For (if applicable): MEMBER

Name: CINANI JERRY M.  
Last First Middle Initial

Home Address: 2874 OAK RIDGE DR. CARSON CITY, NV 89703  
Street City State Zip

Mailing Address (if different): \_\_\_\_\_  
PO Box/Street City State Zip

Occupation/Business: Counselor / Retired state employee

Contact: Work 775-885-7717 Home \_\_\_\_\_  
Cell 775-846-2586 Email JCINANI@SCNCOUNSELING.COM  
Preferred method of contact: Phone or email

Are you currently an active registered voter in Carson City\*?  Yes  No  
(\*Not required for the Convention & Visitors Bureau)

Are you currently a member on any Carson City Board, Committee, or Commission?  
 Yes  No If yes, please list: \_\_\_\_\_  
If yes, please list Term Expiration \_\_\_\_\_

Conflict of Interest:  
a. Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?  Yes  No  
b. Do you currently have a contract with Carson City for services and/or goods?  Yes  No

Criminal Record: Have you been convicted of a felony, domestic violence or a gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?  Yes  No

For Office Use Only:  
Comments: \_\_\_\_\_

1. Education (note: only complete below if a degree is required for this position)

College, Professional, Vocational or Other Schools Attended	Major Subject	Degree Conferred

2. Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

- Have been a small businessman in Carson City for the past 12 years (counseling practice with 2 partners in the Eagle Medical Center)
- My practice was one of the original suite owners and partners of the Eagle Medical Center.
- Have been a resident of Carson City for 30+ years

3. List the community organizations in which you have participated and describe participation:

I was president of the Board of Directors for a community action agency in Lincoln, NE. I hold that position for 3 years.  
Member of NADA for one year.

4. List your affiliation with professional or technical societies, if required for position:

5. Do you anticipate any potential conflicts of interest?  Yes  No  
If yes, please explain:

6. Personal/Professional References:

Name	Address	89423	Telephone Number
William Jenkins E.D. (Psychologist)	P.O. Box 1533 Minden, NV		775-720-6666
James Kierwan, MSCW	Carson City, NV		775-883-7706

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I have read and understand the Carson City's Boards, Committees, and Commissions Policies and Procedures (online at [www.carson.org/volunteer](http://www.carson.org/volunteer)).

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

Jerry M. Cwani  
Signature of Applicant

7/23/15  
Date

JERRY M. Cwani  
Printed Name

You may attach more information.

**Deliver, mail, fax or email signed and completed application to:**

Carson City Executive Offices  
 201 N. Carson Street Suite 2  
 Carson City, NV 89701  
 (775) 887-2100 or 283-7125  
**FAX (775) 887-2286**  
[cceo@carson.org](mailto:cceo@carson.org)

**PLANNING COMMISSIONS****NRS 278.030 Creation by cities and counties; number of members.**

1. The governing body of each city whose population is 25,000 or more and of each county whose population is 40,000 or more shall create by ordinance a planning commission to consist of seven members.

2. Cities whose population is less than 25,000 and counties whose population is less than 40,000 may create by ordinance a planning commission to consist of seven members. If the governing body of any city whose population is less than 25,000 or of any county whose population is less than 40,000 deems the creation of a planning commission unnecessary or inadvisable, the governing body may, in lieu of creating a planning commission as provided in this subsection, perform all the functions and have all of the powers which would otherwise be granted to and be performed by the planning commission.

[Part 3:110:1941; A 1947, 834; 1943 NCL § 5063.02]—(NRS A 1973, 914; 1989, 1917; 2001, 1967)

**NRS 278.040 Members: Appointment; qualifications; compensation and expenses; terms; removal; vacancies.**

1. The members of the planning commission are appointed by the chief executive officer of the city, or in the case of a county by the chairman of the board of county commissioners, with the approval of the governing body. The members must not be members of the governing body of the city or county. The majority of the members of the county planning commission in any county whose population is 400,000 or more must reside within the unincorporated area of the county.

2. In Carson City, the members of the planning commission established as provided in NRS 278.030 are appointed by the Mayor from the city at large, with the approval of the Board of Supervisors.

3. The governing body may provide for compensation to its planning commission in an amount of not more than \$80 per meeting of the commission, with a total of not more than \$400 per month, and may provide travel expenses and subsistence allowances for the members in the same amounts as are allowed for other officers and employees of the county or city.

4. Except as otherwise provided in this subsection, the term of each member is 4 years, or until his successor takes office. If applicable, the term of each member of a county or city planning commission in any county whose population is 400,000 or more is coterminous with the term of the member of the governing body who recommended his appointment to the appointing authority. If the recommending member resigns his office before the expiration of his term, the corresponding member of the planning commission may continue to serve until the office is next filled by election. If the office of the recommending member becomes vacant before the expiration of the term for any other reason, the corresponding member of the planning commission may continue to serve for the duration of the original term.

5. Except as otherwise provided in this subsection, members of a county or city planning commission may be removed, after public hearing, by a majority vote of the governing body for just cause. In a county whose population is 400,000 or more, members of a county or city planning commission serve at the pleasure of their appointing authority.

6. Vacancies occurring otherwise than through the expiration of term must be filled for the unexpired term.

[Part 3:110:1941; A 1947, 834; 1943 NCL § 5063.02]—(NRS A 1959, 13; 1969, 328; 1971, 1115; 1973, 914; 1979, 529, 1385, 1386; 1983, 1246; 1985, 22; 1989, 1917; 1991, 248; 1995, 198; 2001, 2804; 2003, 1733)

**18.02.010 - Planning commission.**

1. **Purpose.** The purpose of this ordinance is to specify the establishment and authority of the Carson City Planning Commission (hereinafter in Title 18 referred to as "commission").
2. **Authority; powers; duties; review by the board.**
  - a. The commission is hereby created, pursuant to NRS 278.030.
  - b. The commission shall perform all duties and functions delegated to a County Planning Commission by the terms of NRS 278.010 to 278.630, inclusive, and CCMC Title 2 (Planning Commission).
  - c. The commission shall take action to approve, conditionally approve or deny special use permits, variances, and appeals of administrative decisions. The commission shall hear applications and recommend to the board action on changes to the Master Plan, zoning districts, amendments to Title 18 ordinances, amendments to the Development Standards, and all other appropriate subjects.
  - d. On matters where the commission takes final action, the proponent, any aggrieved party, or member of the board may appeal the decision to the board.
  - e. On matters where the commission makes a recommendation to the board, the board by majority vote may affirm, deny, or return to the recommendation to the commission for further consideration of any proposed recommendations.
3. **Membership; terms of office; vacancies; removal; attendance by director.**
  - a. There shall be seven (7) members of the commission.
  - b. The terms of the members shall be four (4) years or until a successor takes office and all terms shall expire on June 30th of their respective years.
  - c. Vacancies occurring before the expiration of a commissioner's term shall be filled for the remaining unexpired portion of the term.
  - d. Members may be removed, after a public hearing, by a majority vote of the board for inefficiency, neglect of duty, or malfeasance of office.
  - e. The Planning and Community Development Director (hereinafter in Title 18 referred to as director) or his designee shall be in attendance at all commission meetings.
4. **Qualifications.**
  - a. The mayor shall appoint, with the approval of the board, the members of the commission.
  - b. The members shall be residents of Carson City and registered voters therein at the time of their appointment and continuously throughout their term.
5. **Compensation.** All members of the commission shall serve without compensation.
6. **Meetings and Records.**
  - a. The commission shall hold at least one (1) regular meeting in each month.
  - b. The commission shall adopt by-laws and rules for the transaction of their business and shall keep a record of its decisions and findings. This record shall be a public record.
  - c. Complete records of official actions of the commission shall be kept on file in the office of the planning and community development department.
7. **Chairman and Other Officers.**
  - a. The commission shall elect yearly its chairman from among the appointed members.
  - b. The commission shall elect yearly other offices as it may determine necessary.

*(Ord. 2001-23 § 2 (part), 2001).*